TRANSFER EXAMINATION ANNOUNCEMENT

EXAM TITLE: STAFF SERVICES ANALYST (GENERAL)

EXAM BASE: CONTINUOUS FILING

DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE
                              PROTECTION (CAL FIRE)

AGENCY: NATURAL RESOURCES AGENCY

FINAL FILING DATE: FEBRUARY 13, 2009

WRITTEN TEST DATE: MARCH/APRIL 2009

This examination is being administered on a continuous basis. If you have submitted a "Staff Services Analyst (General) Transfer Examination Request" form <u>after</u> the last written test was administered on September 22, 2008, it is not necessary for you to submit a new form.

"Staff Services Analyst (General) Transfer Examination Request" forms received after **<u>FEBRUARY 13, 2009</u>** will be considered in the next exam administration.

DO <u>NOT</u> SUBMIT an Examination Application STD 678.

To obtain a copy of the "Staff Services Analyst (General) Transfer Examination Request" form or to view recently revised information including the "Frequently Asked Questions" regarding this examination, please visit the "Current Examinations" on CAL FIRE's Internet and Intranet websites.

STATE OF CALIFORNIA
Department of Forestry and Fire Protection
and
The Natural Resources Agency
STAFF SERVICES ANALYST (GENERAL)

TRANSFER EXAMINATION ANNOUNCEMENT

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL FOR
Department of Forestry and Fire Protection (CAL FIRE) and the Natural Resources Agency

POSITIONS EXIST
Statewide

WHO SHOULD APPLY
This is a transfer examination for CAL FIRE and the Natural Resources Agency. Competition is limited to employees of CAL FIRE or the Natural Resources Agency who meet the requirements to laterally transfer to the Staff Services Analyst (SSA) (General) classification. State Personnel Board Rules 425, 430-433, 435, and 444 contain general provisions for lateral transfers.

HOW TO APPLY
Complete and submit the SSA (General) Transfer Examination Request form to the Department of Forestry and Fire Protection (CAL FIRE) by **mail to P.O. Box 944246, Sacramento, California 94244-2460, attention Examination Unit**, or in person at 1300 U Street, Sacramento, California. **DO NOT SUBMIT an Examination Application STD 678.**

FINAL FILING DATE
Applications will be accepted on a continuous basis.

EXAMINATION DATES
Written tests will be scheduled as the number of candidates and conditions warrant. Candidates will receive written notice of testing approximately two weeks prior to the written test date.

TESTING PERIOD
Unsuccessful candidates may be tested only once during a six-month period.

SALARY RANGE
Range A: $2,817 - $3,426 per month
This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

Range B: $3,050 - $3,708 per month
This range shall apply to persons who have satisfactorily completed the equivalent to six months of SSA (General) or SSA, Fair Political Practices Commission, or Management Services Technician (Range B), and may apply to persons who have the equivalent of six months of satisfactory experience outside of state service performing analytical personnel, budget, or administrative duties similar to those of a SSA.

Range C: $3,658 - $4,446 per month
This range shall apply to persons who have graduated from a recognized four-year accredited college or university; or who satisfactorily completed the equivalent of 12 months of SSA (Range B) or SSA, Fair Political Practices Commission (Range B) experience; and may apply to persons who have equivalent of 18 months of satisfactory experience outside the state service performing analytical personnel, budget, or administrative duties similar to those of SSA (General).

SPECIAL TESTING ARRANGEMENTS
If you have a disability and need special testing arrangements, mark the appropriate area on the SSA (General) Transfer Examination Request form. You will be contacted to make specific arrangements.

ELIGIBLE LIST INFORMATION
Candidates that are successful in the written transfer examination administered by CAL FIRE will be added to a master listing of successful candidates. The listing will be maintained indefinitely for transfer purposes by the State Personnel Board.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION
Appropriateness of lateral transfer into the SSA classification will be determined upon receipt of the completed SSA (General) Transfer Examination Request form.

EXAMINATION INFORMATION	The examination will consist of a written examination weighted pass or fail. **COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN EXAMINATION WILL BE DISQUALIFIED.**

WRITTEN TEST	Scope: 1. Quantitative analysis. 2. Data analysis and interpretation. 3. Workload management/project management scenarios.

CONFIDENTIALITY AND SECURITY	Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

ADDITIONAL INFORMATION	For additional information about the SSA transfer examination, including Frequently Asked Questions", please visit our intranet site at: http://cdfweb/EmployeeInfo/HumanResources/Exams/currentexam.htm or our internet site at http://www.fire.ca.gov/careers_exams.php .